

BEST PRACTICE CATALOG

Project Title: **COMPUTER TRAINING PROGRAM**

Function Category: ☒ PATIENT-FOCUSED ☐ ORGANIZATION ☐ STRUCTURES

Subcategory: **Education**

Heading: **Patients**

Key Word(s): **Computer Training Vocational Services**

Contact Person: **Ron Leonard**

Telephone Number: **(707) 253-5940**

Hospital: **Napa State Hospital**

Purpose: We have extended vocational services training opportunities to clients by adding computer training in PC hardware maintenance repair and current business Software.

Brief Description: Clients will be trained in the following skill areas: hardware identification, operating systems, configuration of components, I/O devices, troubleshooting, word processing, spreadsheets, data base, and desktop publishing.

Selection Basis/Criteria: This is a new project in vocational services establishing a program that will give clients an opportunity to learn and understand how a computer works. Staff refer clients to participate. Clients are assessed and have an informal interview. The computer training also gives clients marketable skills or knowledge they may use when released from the hospital. Adjustments will be made to this program to adapt to the clients abilities and needs.

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual

☐ Other : **TOUR**

DATE SUBMITTED: **October 19, 1998**

I. D. 1. 003